



**Hostos** Community  
College

**S·D·E·M**

Division of Student Development +  
Enrollment Management

**2020–2023**  
Student Handbook

**GO-TO  
GUIDE**

**CUNY** THE CITY  
UNIVERSITY  
OF NEW YORK

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## STUDENT HANDBOOK

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The Student Handbook answers some of the most commonly asked questions about Hostos and serves as a quick guide offering information about college services and functions. We hope that you will be able to find answers to your questions and encourage you to check the online version of the Student Handbook where you will find links that will take you to the comprehensive pages.

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## **MESSAGE FROM THE VICE PRESIDENT of STUDENT DEVELOPMENT AND ENROLLMENT MANAGEMENT**

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Greetings,

Congratulations on taking this step on your educational journey. Your decision to enroll at Hostos Community College represents a commitment to the future that will ultimately benefit not just yourself but your family and our community as well. In order to assist you with your transition to college life, we have compiled some information in the Hostos Community College Student Handbook that we hope will be helpful.

In this handbook, we answer most of the questions you may have about being at Hostos. This handbook provides you with information on how to apply for admissions, sign up for placement exams, inquire about financial aid, and register for classes. It also has links to the pages that will provide you with additional information. The Hostos Student Handbook also provides information on the roles of college personnel who are here to assist you and students on campus. It also addresses your rights as a student. Becoming familiar with the information in this booklet, for as in so many things in life, will contribute to your academic success as a student, providing you with a better understanding of college policies and procedures.

On behalf of the college community, I extend my best wishes and I look forward to helping you attain your educational goals at Hostos Community College.

Sincerely,

Esther Rodriguez-Chardavoyne

*Interim* Vice President for Student Development and Enrollment Management

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## INTRODUCTION TO HOSTOS COMMUNITY COLLEGE

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### **Mission Statement**

Consistent with the mission of The City University of New York to provide access to higher education for all who seek it, Eugenio María de Hostos Community College was established in the South Bronx to meet the higher educational needs of people from this and similar communities who historically have been excluded from higher education.

The mission of Eugenio María de Hostos Community College is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs including careers, liberal arts, transfer, and those professional programs leading to licensure.

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural and linguistic backgrounds, particularly Hispanics and African Americans. An integral part of fulfilling its mission is to provide transitional language instruction for all English-as-a-Second Language learners along with Spanish/English bilingual education offerings to foster a multicultural environment for all students. Hostos Community College, in addition to offering degree programs, is determined to be a resource to the South Bronx and other communities served by the College by providing continuing education, cultural events, and expertise for the further development of the communities it serves.

### **History of Hostos Community College**

Hostos Community College was created by an act of the Board of Higher Education on April 22, 1968, in response to the demands of Puerto Rican and other Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx and neighboring communities. In September 1970, Hostos admitted a charter class of 628 students at the site of a former tire factory at 475 Grand Concourse. Enrollment grew rapidly to more than 2,000 students by June of 1974. In addition, the State Legislature acted to ease an increasing space shortage by passing a special bill to acquire the "500 Building" across the Grand Concourse from the original site. In the same year, Hostos was granted full and unconditional accreditation following a highly favorable evaluation by the Middle States Association.

### **Accreditation and Affiliation**

Hostos Community College is accredited by the Middle States Commission on Higher Education and the Board of Regents of the University of the State of New York. The College offers career programs accredited by the New York State Education Department, the Joint Review Committee on Education in Radiologic Technology, and the American Dental Association. The Allied Health programs are accredited by the appropriate agencies, including the American Dental Association and the New York Department of Health.

In addition, Hostos Community College is a member of the American Association of Community and Junior Colleges, the American Council on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

### **Disclaimer**

The policies and procedures set forth in this handbook are subject to change without prior notice and at the discretion of the administration. This handbook is a supplement to the College Catalog which has more detailed information.



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## STUDENT RIGHT TO KNOW

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The information on this page complies with the Higher Education Opportunity Act as Amended by providing a summary of consumer information that must be made available to all prospective and enrolled students at Hostos Community College, of The City University of New York. In some cases, you will be referred to information that is posted on pages of the Hostos Community College website. If an item is not available or accessible through this page, please contact the associated office for further assistance. Click [here](#) for more information.

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## ACADEMIC INFORMATION

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### Academic Calendar

The Academic Calendar is subject to change, click [here](#) to view.

### Academic Societies

#### **Phi Theta Kappa**

Phi Theta Kappa, the national honor society for community and junior college students, was first established in 1908. Induction into Phi Theta Kappa acknowledges outstanding scholastic achievement and is available to students who have attained a record of academic excellence, as defined by the national organization and the College. The Alpha Kappa Tau Chapter of Phi Theta Kappa was initiated at Hostos Community College in 1985. In order to be eligible for induction, which takes place annually, students must meet the following criteria:

1. Enrollment at Hostos Community College at the time of induction.
2. Completion of a minimum of 12 academic credits by the end of the semester prior to induction.
3. Cumulative grade point average of at least 3.5.
4. Attainment of academic excellence and good moral character, as judged by the faculty.

Students are required to pay a one-time initiation fee to The National Honor Society and to submit a letter of recommendation from a faculty member.

For more information, please click [here](#).

### General Education Core Competencies

The general education committee is committed to spreading an understanding of general education at Hostos to all campus educators. The committee has streamlined the General Education Core Competencies as follows:

#### ***Category A: Skills***

This category addresses fluency in reading, writing, and oral communication; mastery of the basic principles of logical, mathematical, and scientific reasoning; and literacy in information resources and learning technologies.

#### ***Category B: Subject Area Knowledge***

This category addresses discipline-specific academic literacy. The category stresses mastery of the core concepts, principles, and methods in the various disciplines students will encounter in their programs at the College.

#### ***Category C: Synthesis and Application***

This category addresses logical analysis and synthesis of information and ideas from multiple sources and perspectives. The student's acquisition of knowledge should be considered, as well as the integration of different forms of knowledge and ability to apply it to the student's intellectual, personal, professional and community experience.

#### ***Category D: Global Citizenship***

This category addresses the application of the principles of ethics and governance to the larger society, one's immediate community, and to individual conduct on campus and in society. It addresses valuing the diversity of human experience and recognizing our common human heritage and the interconnectedness in the region, the nation, and the world.

For more information, *please click [here](#).*

## **Offices and Special Programs**

### **Alumni Relations**

The Alumni Relations Office at Hostos Community College of the City University of New York was founded in July 2003. Among the Hostos alumni are thousands of men and women who are making important contributions to society in the areas of health services, business, communication, education and many other fields. The Alumni Relations Office encourages all Hostos graduates to stay in touch with the College and to become part of a vast network of professionals who have demonstrated their interest in the college, its faculty and students.

For more information, *please click [here](#) or contact:*

120 East 149<sup>th</sup> Street, Room D-205

Bronx, NY 10451

P: 718-518-4180

Email: [alumni@hostos.cuny.edu](mailto:alumni@hostos.cuny.edu)

### **Accelerated Study in Associate Programs (ASAP)**

ASAP is designed to help motivated community college students earn their degrees as quickly as possible, with a goal of graduating at least 50% of students within three years. Key ASAP program features include a consolidated block schedule, cohorts by major, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students and free use of textbooks and monthly Metro cards for all students.

For more information, *please click [here](#) or contact:*

450 Grand Concourse, C-490

Bronx, NY 10451

P: 718-664-2646

Email: [asap@hostos.cuny.edu](mailto:asap@hostos.cuny.edu).

### **College Discovery (CD)**

College Discovery (CD) Program, is a Higher Education Opportunity Program at 2-year CUNY Colleges. CD's mission is to enhance the overall growth & development of students through a holistic and personalized approach. The program offers comprehensive academic, counseling, financial and social supports to students who have a high potential to succeed but were not provided adequate academic preparation to pursue college level work. CD students are supported from admission to graduation by professional staff who are committed to helping student discover their full potential while they pursue their career.

To be eligible for CD you must:

- Be a first-year student
- Have a gross family income that meets New York State guidelines
- Have a high school average below 80
- Be a high school graduate or recipient of a state-approved equivalent diploma

For more information, *please click [here](#) or contact:*

120 E. 149<sup>th</sup> Street, Room D-101

Bronx, NY 10451

P: (718) 518-4266/4265



## Continuing Education and Workforce Development (CEWD)

The Continuing Education & Workforce Development Department at Hostos Community College offers educational, career, and personal development opportunities designed to address the needs of the Bronx, and Upper Manhattan communities. Some of our offerings are free; most are available at a reasonable cost. We offer non-credit courses and certificate programs for adults, children and teens on weekday evenings, Saturdays and Sunday. We invite you to join the thousands of others who have enjoyed the caring, family-like atmosphere and academic excellence that have made Hostos unique among community colleges.

Our Adult Learning Center is a free grant-funded program designed for people seeking to improve their reading, writing, and math abilities and/or prepare for post-secondary educational opportunities. The Adult Learning Center offers classes in reading, math, reading in Spanish, English as a Second Language, and pre-HSE/HSE. The pre-HSE classes are taught at a level below that of the HSE. All participants can prepare for the HSE program.

### Register for Courses:

- [Career Training Programs](#)
- [High School Equivalency \(HSE formerly GED\)](#)
- [English Language Skills \(ESOL\)](#)
- [Pre-College Programs](#)
- [Online Catalog](#)

For more information on the Bronx location, *please click [here](#) or contact:*  
560 Exterior Street (East 149th Street between Exterior Street and River Avenue)  
Bronx, New York 10451  
P: (718) 518-6656  
F: (718) 518-6744  
Email: [cedu@hostos.cuny.edu](mailto:cedu@hostos.cuny.edu)

## CUNY Language Immersion Program (CLIP)

CLIP is an intensive ESL program of 25 hours of instruction each week for entering freshmen who have already been admitted to a CUNY college. However, we also accept students who have failed one semester of ESL at a 2-year CUNY college or those who have been referred by a senior college. We offer three possible cycles: Summer, Fall and Spring semesters along with day or evening classes, 5 hours each day, from Monday through Friday.

Students who complete CLIP will be re-tested in the CUNY tests at the end of the semester. You can complete one semester in CLIP and return to college or stay in CLIP for a maximum of one full year (2 long cycles or 2 long and 1 summer cycles).

*For more information, please click [here](#) or contact:*  
590 Exterior Street (Entrance on 150th Street)  
Bronx, NY 10451  
P: (718) 518-6645  
F: (718) 518-6745  
Email: [clip@hostos.cuny.edu](mailto:clip@hostos.cuny.edu)

## CUNY Start

CUNY Start provides intensive preparation in academic reading/writing, pre-college math, and “college success” advisement for students entering CUNY with significant remedial needs based on the results of their CUNY Assessment Tests. The goal of the program is to help students prepare for college-level coursework and reduce or eliminate any remedial needs prior to starting credit-bearing courses.

Students who complete the program are significantly better prepared for college-level coursework and in many cases are able to bypass required remedial coursework entirely. This makes the program ideal both for students who have been away from school for many years as well as people with high school equivalency diplomas.

For more information, *please click [here](#) or contact:*  
475 Grand Concourse, Room A-016A (Basement)  
Bronx, NY 10451  
P: (718) 518-6851  
Email: [cunystart@hostos.cuny.edu](mailto:cunystart@hostos.cuny.edu)

## **CUNY EDGE**

CUNY EDGE is a partnership between the New York City Human Resources Administration (HRA) and the City University of New York. CUNY EDGE is dedicated to helping CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

### **Services Provided:**

- Structured, effective academic programming to help students complete their degree in a timely manner.
- Academic, personal, and career planning support.
- Whenever possible, CUNY EDGE encourages full-time enrollment in courses each semester and enrollment in intersession classes, as needed, so that students complete their degree in a timely manner.
- Work opportunities and career preparation through its HRA Work Study Program (FP) particularly in alignment with a student's major.
- Personal and professional development seminars are presented each semester to assist students with different topics such as, study skills, problem solving, career development, self-advocacy, financial literacy, and many more.
- A platform for academic excellence, which encourages students to learn, explore, and achieve.
- Mathematics tutoring for students.
- Modest incentives to encourage students to participate in seminars.

For more information, *please click [here](#) or contact:*  
475 Grand Concourse, Room A-334  
Bronx, NY 10451  
P: (718) 518-4363  
F: (718) 518-4365

## **Dean's List**

The Dean's List is a recognition from the Provost and Senior Vice President of Academic Affairs. A student does not apply for the Dean's List. Students are recognized by the Provost and Senior Vice President if they have the following qualifications:

1. GPA of 3.5 and above for fall AND spring academic year
2. 12 credits and above for fall AND spring academic year
3. No Ds, Rs, Fs, INC, FIN, WU, or WA

The Dean's List ceremony is held once a year usually at the end of November. If the student qualifies for the Dean's List, the Provost and Senior Vice President invites the student to the Dean's List ceremony, and the student receives the Dean's List pin and the Dean's List certificate.

For more information, *please click [here](#)*

## Honors Program

The Hostos Community College Honors Program provides an enriched academic, cultural and social experience to intellectually inquisitive and motivated students. The program offers students an academic environment that values and promotes critical thinking, analytical writing, and research and information competency skills through an innovative and challenging curriculum. Attendance at cultural events, conferences, honors seminars and an Honors Institute provide an intellectual community that encourages and supports students in pursuing their goals.

The program will offer greater academic opportunities to a previously underserved population, to prepare talented and ambitious students for the challenges of higher education, and to support a successful transition to senior colleges and expanded career options. A fundamental program goal is to promote self-confidence and increase self-esteem in students who need the encouragement to excel and the courage to continue their education and fulfill their life goals and dreams.

For more information, *please click [here](#) or contact:*

500 Grand Concourse, B-347

Bronx, NY 10451

P: (718) 518-6609

## Study Abroad

Global Citizenship is one of Hostos' General Education Core Competencies. The Global Citizenship competency addresses the application of the principles of ethics and governance to the larger society, one's immediate community and to individual conduct on campus and in society. Further, it addresses valuing diversity of human experience and recognizing our common human heritage and the interconnectedness in the region, the nation and the world. Study Abroad programs allow students the opportunity to apply the Global Citizenship principles to real world experiences. \* As a member of the City University of New York, Hostos students have access to apply to over 160 programs in over 50 countries.

For more information regarding Study Abroad at CUNY, *please click [here](#).*

*\*Statement adapted from the General Education Core Competencies Guidelines.*

## The Hostos Center for Arts and Culture

The Hostos Center for the Arts & Culture is located in the East Academic Complex and consists of a museum-grade art gallery, a 367-seat Repertory Theater, and a 900-seat Main Theater, presenting artists of national and international renown. It is easily accessible from Manhattan, Queens and New Jersey and is a mere 15 minutes by subway from midtown Manhattan.

For more information, *please click [here](#) or contact:*

450 Grand Concourse

Bronx, NY 10451

P: (718) 518-6700

## The Hostos Library

As an academic department, the Hostos Community College Library functions as a dynamic center of teaching and learning. The Library provides information literacy tools that enhance the pursuit of knowledge by teaching our college community to retrieve, critically evaluate and synthesize information for academic, professional and personal pursuits. In this thriving urban environment, we partner with each academic department to broaden and contextualize all areas of study, selecting and using the necessary instructional materials, related equipment and services that will assist the college in meeting its educational, cultural and social obligations. As vanguards of information, the library faculty supports an environment of free and critical thought to realize the goals of a bilingual, metropolitan and multicultural community college.

The library offers extended hours during final examination periods. Summer hours are posted at the start of each summer session.

For more information, *please click [here](#) or contact:*

475 Grand Concourse, Room A-308 (located on the 3<sup>rd</sup> floor of the Allied Health Building)

Bronx, NY 10451

Circulation Desk (718) 518-4222

Reference Desk (718) 518-4215

### **Programs of Study**

Hostos Community College offers a wide array of Associate Degrees and Certificate Programs for its students. Curriculum requirements ensure that graduates of Eugenio María de Hostos Community College have the preparation necessary to succeed in a diverse and changing work environment and develop as thoughtful and responsible citizens, ready to participate and contribute to their communities. Eugenio María de Hostos Community College is accredited by the Middle States Commission on Higher Education.

For more information, *please click [here](#).*

### **Programs for High School Students**

#### **College Now**

College Now is a collaborative program of the City University of New York (CUNY) and the New York City Department of Education (DOE) which aims to give students a jumpstart on their college education while helping them succeed in high school courses. At Hostos Community College, College Now motivates and prepares South Bronx high school students for the reality of higher education and the college experience by offering them an opportunity to take college-level courses and earn college credits.

Each semester, over 500 high school students from over 35 South Bronx high schools register for College Now classes. In addition to offering college credit courses after-school (including Intermediate Algebra, Introduction to Criminal Justice Administration, Introduction to Business, General Psychology and Expository Writing), College Now has also piloted a college awareness workshop entitled Think College Now, created a Young Men's Leadership Institute for 9th and 10th grade students, and co-sponsored (P) SAT Prep courses with the Peter Jay Sharp Foundation.

For more information, *please click [here](#) or contact:*

450 Grand Concourse, C-360

Bronx, NY 10451

P: (718) 518-6839

#### **The Early College Initiative (ECI)**

The Early College Initiative at Hostos Community College is part of CUNY's Early College Initiative and the Early College High School Initiative. Students in ECI schools the opportunity to earn an Associate's Degree at the same time as they earn a high school diploma. Students take college courses starting in summer before 10th grade. At Hostos we have two ECI schools: Hostos- Lincoln Academy (since 2005) and HERO HS (since 2012).

For additional information on these programs, *please visit the following links:*

[The Early College Initiative at Hostos Community College](#)

[Early College Initiative at CUNY](#)

### *Hostos' Health, Education and Research Occupations High School (H.E.R.O.)*

The Health, Education, and Research Occupations High School (HERO) is a CUNY Early College Initiative High School of Hostos Community College developed in partnership with the New York City Department of Education and Montefiore Hospital. Created as a six-year program for high school students to earn their Career and Technical Education high school diploma, gain workplace experience at Montefiore Hospital, and Associate's degree in Community Health from Hostos. Qualifying students may also apply to Nursing Program or LPN plus Community Health degree. HERO is located in the Bronx.

For more information, please click [here](#) or contact:

450 Grand Concourse, C-490E

Bronx, NY 10451

P: (718)664-2663

### *Hostos Lincoln Academy*

Hostos Lincoln Academy of Science is a collaboration between the New York City Department of Education and The City University of New York (Hostos Community College). All of the students at Hostos Lincoln Academy of Science can earn up to 60 college credits (associates degree) while earning their high school diploma. Students have the opportunity to earn an A.A. in Liberal Arts and Sciences at the same time as they earn their high school diploma. There have been eight graduating classes so far; 20-40 students/year earning an A.A. by the end of their senior year of high school.

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## **STUDENT SUPPORT SERVICES**

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### **Accessibility Resource Center (ARC)**

The ARC staff works closely with faculty to provide appropriate and effective academic accommodations to Hostos students. Below are some examples of campus accommodations that registered ARC students may receive based on their disability.

- Testing Accommodations may include extra time or alternate testing location
- Use of a reader and/or scribe in class
- Use of Assistive Technology
- Private Accessible computer lab access
- Sign Language Interpreter
- Recording Devices & Software ( Glean, Live Scribe Pen)
- Reading Software (Kurzweil, Zoom Text, JAWS)
- Large print or other alternate text formats
- Classes relocated to accessible locations
- Career guidance and skills for job search and retention
- Other academic accommodations specific to student disability

### *CUNY LEADS - Linking Employment, Academics and Disability Services*

CUNY LEADS is a program established to facilitate successful academic and career outcomes for students with disabilities who are enrolled in CUNY programs. This exciting program is free of charge for eligible candidates and available on all CUNY campuses. Each campus has a LEADS counselor that collaborates with campus departments, agencies and businesses to provide career guidance and support to students. Students should inquire at the [Accessibility Resource Center](#) to meet with the LEADS counselor to determine eligibility.

### *Pregnancy and Related Conditions*

Hostos Community College does not discriminate against employees or students on the basis of pregnancy or related conditions. Students' absences due to medical conditions relating to pregnancy will be excused for as

long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work.

Students needing assistance can seek accommodations from the Accessibility Resource Center or by contacting the Title IX Coordinator and Chief Diversity Officer, who can be reached at the Office of Compliance and Diversity, located at Room A-336 (telephone: 718-518-4284).

For more information, *please click [here](#) or contact:*

120 E. 149<sup>th</sup> Street, Room D101-L

Bronx, NY 10451

P: (718) 518-4454

## **Admissions Office**

The Office of Admissions at Hostos Community College encourages prospective students to meet with an admissions counselor regarding their higher education goals. The counselor will help students examine their objectives, review admissions requirements, policies, and procedures.

## **How to Apply**

All applicants must complete the appropriate City University of New York online application and provide the [required documents](#). In addition, all applicants are encouraged to provide supporting documents as part of their applications – such as essays and letters of recommendation. Therefore, be sure to read the instructions carefully and submit all necessary documentation. Once you submit your application, we'll send you an email to log into CUNYfirst. CUNYfirst allows all applicants to check on the status of their applications and view decisions. More information on [claiming your CUNYfirst account and checking your application status](#).

International transfer students can meet with an admissions counselor and file their online application. However, they must submit their application fee, official transcripts, and translations (when applicable) directly to the University Application Processing Center (UAPC).

**Please note:** You should apply as early as possible. However, your application will be considered whenever you apply, provided the college is still open for the semester of interest. Freshmen applications allow students to apply to six college programs. Freshmen will be admitted to all eligible CUNY Colleges. In light of the COVID-19 crisis, SAT and ACT scores are not required nor considered in application review through the Spring 2023 admission cycle. Visit the [CUNY Temporary Suspension of Standardized Testing](#) page for additional details.

Transfer applications offer students the opportunity to apply to four college programs. Transfer students will be admitted to one college ONLY, the first choice for which they are eligible. Use existing tools to stay on track. Speak with your academic advisor, explore articulation agreements and remember that if you are transferring from one CUNY to another, you have a [set of tools](#) to determine how your credits will transfer. Our college will issue an official transfer credit evaluation after you've accepted your admissions offer. If you're transferring from one CUNY to another, use [these tools](#) to see how your courses will transfer to our college.

## **Transfer Credit Evaluation**

Students may transfer credits earned at other accredited post-secondary institutions in or outside the U.S.A., provided that the courses were taken at institutions accredited by a national or regional accrediting commission recognized by CUNY, and the courses are comparable to those offered at Hostos Community College. The Transfer Credit Evaluator will issue an official transfer credit evaluation after you have accepted your offer of admission and upon readmission to the college.



The maximum number of credits that may be transferred is determined by a review of eligible coursework satisfactorily completed. Credits may be accepted if a grade of at least 'C' was obtained. However, students transferring from other CUNY Colleges may have credits transferred with an earned grade of 'D' or better. To view CUNY to CUNY course equivalencies, please [click here](#). For additional information relating to [transfer credit evaluations](#), kindly email the Transfer Credit Evaluator at [transfercredits@hostos.cuny.edu](mailto:transfercredits@hostos.cuny.edu).

### **Readmission**

Have you been away from Hostos for a semester or more? If you answered yes, we are glad that you have chosen us again to continue your education. Although not every student is guaranteed readmission into the college, we will give every applicant consideration based on their ability to remain in good academic standing and complete their degree requirements. To initiate the readmissions process, please email us at [readmission@hostos.cuny.edu](mailto:readmission@hostos.cuny.edu).

If you already earned your associate's degree at Hostos Community College, you cannot apply for readmission. Instead, you must file a CUNY transfer application for admission into a second-degree program. The Admissions and Recruitment office will review your application, and a decision will be made shortly after all required documents have been received. All students who attended another college or university after leaving Hostos must submit official transcripts to complete the readmission process.

For more information, please click [here](#) or contact:

500 Grand Concourse

Bronx, NY 10451

P: (718) 319-7900

F: (718) 319-7919

Email: [admissions@hostos.cuny.edu](mailto:admissions@hostos.cuny.edu)

### **Bursar's Office**

The Bursar's Office supports the College and Division of Administration & Finance missions through the control, collection and timely deposit of all monies received from students, faculty, and staff for the College, including the Adult and Continuing Education programs. The Office, in addition, is committed to providing efficient service in the distribution of all salary, financial aid, and internal college checks; the billing, collection, and depositing of money from students at registration; and the creation, and collection of student liabilities and receivables.

If you have registered for courses and change your mind about attending, please be sure to drop all classes. Don't assume the school will run a cancellation process absolving you of any charges. You must withdraw from your classes prior to the first day of the semester to avoid tuition and fee drop charges. Any student that does not officially withdraw from classes prior to the start of the term is subject to being charged based upon the University's [academic calendar](#). If you withdraw for the semester and receive a book advance (refund), you will most likely have to return those funds to the school.

**Please note:** All [tuition and fee](#) schedules are necessarily subject to change without notice, at any time, upon action by the [Board of Trustees](#) of The City University of New York, regardless of its tuition and fees schedules in effect at the time of registration. Information on any such changes can be obtained in the Office of the Registrar, the Bursar, the Dean of Students, and Hostos web site.

For more information, please click [here](#) or contact:

120 East 149th Street, DB-105

Bronx, New York 10451

Phone: (718) 518-4373

Email: [BURSARSOFFICE@hostos.cuny.edu](mailto:BURSARSOFFICE@hostos.cuny.edu)

## **Caiman Direct**

The Caiman Direct Virtual Student Center provides centralized support services offered to students navigating the many facets of campus life while providing the tools necessary to continue and complete their educational journey. The Student Services Specialist and student leaders are ready to assist and answer your questions at our Virtual Student Center. Students seeking information from Financial Aid, Registrars, Health Services, Transfer Services and Student Life can visit the virtual hub for immediate assistance.

For more information, *please click [here](#) or contact:*

120 East 149th Street, D-101

Bronx, New York 10451

Phone: (718) 664-2765

Email: [studentservices@hostos.cuny.edu](mailto:studentservices@hostos.cuny.edu)

## **Career Services Office**

The Career Services Office prepares students for Career Success by engaging with students and providing opportunities to explore the world-of-work. The Career Services Team helps student make connections, from their first year to their graduation, and beyond. Our team focuses on helping students discover their passions, explore options, and build 21<sup>st</sup> century workforce skills, and bridge connections to employers. We offer a range of services online and in person including career planning, non-traditional career information sessions, internship and employment search, workforce readiness coaching, resume and employment correspondence reviews, mock interviews, workshops and activities to engage with regional and local businesses and organizations.

*Schedule an in-person or virtual appointment on [Succeed@Hostos](mailto:Succeed@Hostos)*

*View our workshop calendar [here](#).*

If you're unsure of which major to choose, *take a free online career assessment* and meet with one of our career counselors to learn more about Hostos majors and career options. Career development, as well as internship opportunities related to your career, is essential to the education provided at Hostos. The services of the office are available to all students and recent graduates.

**Claim your account:** All students upon enrollment receive an account with the HireCaimans Symplicity internship and career link. *Please click [here](#) for more information.*

For more information, *please click [here](#) or contact:*

P: (718) 518-4468

Email: [careerservices@hostos.cuny.edu](mailto:careerservices@hostos.cuny.edu)

Follow us on:

Instagram/hostos\_cso

Facebook/hostoscso

Youtube/hostoscso

## **Counseling Center**

The Carlos Gonzales Counseling Center provides personal counseling for students on an individual and group basis. Counseling is provided in a private and supportive environment in which students may focus on family problems, personal development concerns and other matters of importance to them. Our staff values acceptance & inclusion and provides ongoing counseling to address concerns, which may interfere with academic success and personal development. Counseling services at Hostos Community College help students identify emotional, academic, personal and health issues, gain insight and develop skills to cope more effectively with stressors in their life.

Counseling services are available in English and Spanish. The Counseling Center maintains a close collaborative relationship with the instructional faculty, who are a source of many student referrals as well as ARC, Wellness, Success Coach, Academic Advisement, and the Dean's office. Counselors are available to consult with faculty on issues affecting student academic performance and retention.

Issues students typically may want to address with a counselor:

- Academic and social pressures of college.
- Personal trauma, loss or unresolved personal problems.
- Domestic violence.
- Feelings of anxiety or depression.
- Improving self-confidence.
- Managing stress.
- Problems in relationships.
- Problems with substance abuse.
- Thoughts about suicide.
- Parenting issues.

### **Referrals**

Counselors may refer students to one of the many resources available on campus or outside the College.

### **Emergencies**

In circumstances when a student needs to see a counselor because of serious emotional or personal problems, no appointment is necessary. Intake staff will perform a brief screening and facilitate an immediate meeting with a counselor if appropriate. In some cases, a counselor may contact Campus Safety to arrange for the City's Emergency Services to come to the College to assist.

For more information, *please click [here](#)* or contact:

450 Grand Concourse, Room C-330

Bronx, NY 10451

P: (718) 518-4351/4461

Email: [infocounseling@hostos.cuny.edu](mailto:infocounseling@hostos.cuny.edu)

### **Financial Aid**

Our mission is to empower the community by eliminating financial barriers for access to higher education. Through service is the means by which we aim to afford all eligible students the opportunities to reach their education and career goals. We are committed to delivering a transparent understanding of financial aid programs, options, and solutions with strict adherence to city, state, and federal student aid regulations. The Office of Financial Aid is determined to provide high quality services with professional competency and concern particularly for those who face significant financial difficulty during their career at Hostos. We are dedicated to the equitable treatment of all applicants and the privacy of confidential information.

Financial Aid counseling is available on a walk-in basis during business hours or via appointment by request. We also provide access to computers and assistance with filing financial aid applications online, in support of timely processing and disbursing of educational funds. We are Hostos. And we will use all of the resources at our disposal to ensure that finances do not prevent qualified students from earning a college degree.

*Federal School Code: 008611*

*New York State Code (TAP): 1401*

Financial Aid is any grant or scholarship, loan, or paid employment offered to help a student meet his/her college expenses such as the following:

- Tuition and fees
- Room and board

- Books and supplies
- Transportation
- Miscellaneous personal expenses
- Required loan fees
- Study abroad costs
- Dependent care expenses
- Expenses related to a student's disability

Such aid is usually provided by various sources such as federal and state agencies, colleges, high schools, foundations, and corporations. The amount of financial aid that a student receives is determined through federal, state and institutional guidelines. There are four basic types of financial aid:

## Grants

A grant is considered gift aid (i.e., money which does not need to be repaid). Grants are usually given to students based solely on a demonstration of financial need. For federal grants, students must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) each academic year. For state grants, student must submit a [New York State Tuition Assistance Program \(TAP\) application](#) each year. Both applications are available to students and parents as of October 1st.

Examples of Grants:

- PELL
- TAP
- APTS
- P-TAP
- FSEOG
- FWS
- Iraq and Afghanistan Service Grants

## Scholarships

The term "scholarship" can have many meanings. At its most basic meaning, a scholarship is money for college that you will not be expected to repay. A scholarship is a financial award given to a student on the basis of academic achievement and promise. Many scholarships are awarded based on merit. However, some also take into account financial need.

## Work Study

The Federal Work Study (FWS) Program is a need based federally funded program that offer students an opportunity to gain valuable work experience that will enhance their job skills. FWS employment may be offered to student employees in several ways: on campus, off campus, and/or through Public Service Corp (PSC). The program encourages community service work and work related to the student's course of study. Typical jobs include clerical work; providing overall assistance to departments such as the Library, Computer Labs, tutoring and child care center. *For more information click [here](#).*

## Loans

Loans are aid funds that are borrowed and must be repaid at a future date with interest. Student loans can come from the federal government or from private sources such as a bank or financial institution. Loans made by the federal government, called federal student loans, usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources. To learn the differences between federal and private loans, *please click [here](#).*

For more information on Financial Aid, *please click [here](#) or contact:*

120 East 149<sup>th</sup> Street, D-B112-115

Bronx, NY 10451

P: (718) 518-6555

F: (718) 518-4430

E-mail: [finaid@hostos.cuny.edu](mailto:finaid@hostos.cuny.edu)

### **Hostos Academic Learning Center (HALC)**

The Hostos Academic Learning Center (HALC) is a complete learning environment that allows students to receive the academic help they need in a setting that is rich in resources and supports academic success. Throughout the academic year, the HALC programs activities that focus on the skills development of students, including tutorial support and self-guided tutorials. Tutorial services are available at the HALC in most introductory courses offered at Hostos. Tutors work with students either one-on-one or in small groups to provide general course review and pre-exam preparation.

For more information, please click [here](#) or contact:

450 Grand Concourse, C-596

Bronx, NY 10451

P: (718) 518-6624

### **Health and Wellness Office**

The mission of the Health and Wellness Office is to provide comprehensive health programs that emphasize wellness and cost-effective, readily accessible services tailored to the needs of the college community. Understanding and meeting the physical, spiritual, and emotional health related needs of students is a major focus of the office. The following lists some of the many services that are available to students via the Health and Wellness units:

<b>Student Health Services</b> Room A-334C P: (718) 518-6542 <a href="mailto:Immunization@hostos.cuny.edu">Immunization@hostos.cuny.edu</a>	<b>Wellness Office</b> Room D-101K P: (718) 518-4483
The Registered Nurse assists students with Immunization Compliance and emergency health needs, such as: <ul style="list-style-type: none"><li>• First Aid Emergency Treatment</li><li>• Blood Pressure Screening</li><li>• Free Condoms and sanitary napkins</li><li>• State Mandated Vaccinations on Measles, Mumps, and Rubella (MMR).</li></ul>	The Wellness Office goal is to educate and empower the Hostos student body, promoting positive lifestyle choices as a way of preventing illness and disease through; <ul style="list-style-type: none"><li>• Student centered seminars/workshops</li><li>• Information and education regarding non-emergency health issues</li><li>• Free fitness classes</li></ul>
<b>Family Empowerment Program (FEP)</b> Room D-101M P: (718) 518-4474	<b>Domestic Violence Program</b> Room D-101D P: (718) 518-6567
The Family Empowerment Program (FEP) provides adequate social services and academic supports to students with children from birth to age 5 pursuing their education by providing the following services: <ul style="list-style-type: none"><li>• Connection to resources on and off campus</li><li>• Social Work and advocacy services</li><li>• Educational workshops</li><li>• Emergency resources</li></ul>	The Domestic Violence Program assists students who are experiencing and/or exposed to issues with domestic violence and: <ul style="list-style-type: none"><li>• Connects students to assistance at Hostos and within their communities.</li><li>• Provides educational information regarding domestic violence</li><li>• Counsels students</li></ul>
<b>One Stop Center/Food Pantry</b> Room D-101 P: (718) 319- 79881/ (718) 518-4141	

The One Stop Center offers essential economic services to ensure that students have a successful college experience and are able to complete their degree. Students are provided FREE referrals to services that can help address their immediate needs such as;

- Free public benefit screenings
- Guidance on public housing
- Health Insurance
- Legal Advice
- Income Tax preparation
- Childcare
- Food insecurities/Food pantry

For more information about State mandated vaccinations required for CUNY admittance, *please click [here](#).*

For more information about how the Health and Wellness Office can enrich and support your educational journey, *please click [here](#).*

### **Hostos Children's Center, Inc.**

Hostos Community College Children's Center, Inc. is a privately incorporated, campus-based childcare center licensed by the New York City Department of Health and Mental Hygiene (DOHMH) and regulated by New State.

Hostos Children's Center provides a safe, caring, education and supportive environment for the children. Cultural diversity, first and second language acquisition, and age appropriate practices are viewed as the foundation blueprint in meeting the educational, social, emotional, and physical needs of children and their communities. Hostos Children's Center services primarily the children of matriculated students and legal guardians attending Hostos Community College. Children ages two (2) --to four— (4) are eligible for services. Childcare tuition fees are subsidized for all students. Universal Pre-Kindergarten is available at no cost.

Enrollment is contingent on the order of the initial requests and available slots. However, the admission policy reserves the right to balance the groups based on age and facility assignment for licensing compliance. All children are eligible for enrollment regardless of ethnicity, color, religion, gender or national origin.

Hostos students interested in enrolling their child must complete and submit an initial application. As space becomes available, applicants are then contacted and advised to follow through with the enrollment process in a timely manner.

### **Registration Process**

Applicants are advised that the registration process occurs on a first-come first-serve basis, as admission is limited to space availability. Prospective enrollees should prepare to begin the registration process several months prior to each semester. The Registration Process is conducted in several phases. If a parent or guardian is unable to participate in the initial enrollment process, they are cautioned that there may not be available vacancies during the final period. For those interested in attending summer classes, the Children's Center provides a summer program if a sufficient number of children are available for service.

For more information, *please click [here](#) or contact:*

475 Grand Concourse, Room A-109A

Bronx, NY 10451

P: (718) 518 – 4176

F: (718) 518 – 4173

Email: [childrenscenter@hostos.cuny.edu](mailto:childrenscenter@hostos.cuny.edu)



## **Hostos Athletics, Recreation and Intramural**

Athletics, Recreation and Intramural programs are viewed as essential components of higher education, supplementing the educational process through enhancements of physical mental and emotional development. Students who participate in recreational sports tend to develop positive self-images, awareness of strengths, increased tolerance and self-control, stronger social interaction skills and maturity.

Athletics, Recreation and Intramural programs are a vital part of the Hostos College experience. Our Athletics Center exists to serve the entire College community by providing the environment and means for a person to enhance his or her quality of life through physical activity. Emphasis is on participation, with a steadfast commitment to the fundamental values of fair play and sportsmanship.

Hostos adheres strictly to the National Junior College Athletic Association (NJCAA) code, as well as City University of New York Athletic Conference (CUNYAC), whereby student participation in intercollegiate athletics is an avocation. Athletics programs foster the physical and educational wellbeing of student-athletes at all times, reflecting the highest standards of dignity and honor that characterize participation in competitive sports in a collegiate setting.

Our recreational and intramural programs offer a range of options for members of the Hostos community, individually or as part of a team, so participants may achieve the physical, mental, and social benefits of participation. The Aquatic and Fitness Centers as well as the Dance Studio and Gymnasium are quality facilities that have an outstanding staff and an environment conducive to the enrichment of community life on campus, and an allegiance to the highest moral principles in every aspect of sportsmanship and wellness.

<b>Athletic Teams</b>	<b>Intramurals</b>	<b>Recreation</b>
Men's Basketball	Co-ed Basketball	Open Gym
Women's Basketball	Co-ed Indoor Soccer	Open Swim
Women's Volleyball	Co-ed Volleyball	Open Fitness
	Coed Esports	

For more information, please click [here](#) or contact:

450 Grand Concourse, Room C-380

Bronx, NY 10451

P: (718) 664-2748

E: [athletics@hostos.cuny.edu](mailto:athletics@hostos.cuny.edu)

## **Public Safety**

The City University of New York Public Safety Service is dedicated to providing excellence in protection and service to the University community. As law enforcement officers, we shall continuously endeavor to ensure a safe and secure environment conducive to a positive social and educational process. This mission is exemplified by our departmental motto.

The Public Safety Department encourages the reporting of all criminal activity or medical emergencies occurring on campus. Reporting of criminal actions and other emergencies can be done by contacting the Department of Public Safety in person, by calling, or by dialing 6911 from any campus extension. The department is responsible for 24-hour protection of all persons and property on the college grounds.

While it is highly recommended that all criminal activity be reported to the Public Safety Department on campus first, reports can also be made to the New York City Police Department by dialing 911. Please bear in mind that you must first dial (9) to get an outside line from college phones, before dialing 911 for the New

York City Police Department. Acts, that do not constitute a crime-e.g., smoking on the premises or failing to display an I.D. card when asked by a college official-will be handled administratively. An incident report will be written and will be sent to the appropriate Vice President.

### **Lost ID's**

Students who lose or misplace their Hostos I.D. card must go to the Bursar's Office, present their current Bursar enrollment receipt and pay a \$10.00 replacement fee. Students should then proceed to the Department of Public Safety with the receipt for a new I. D. Faculty and staff members who lose their ID's must go to the Department of Personnel and obtain an employee verification form as well as a \$10.00 receipt from Bursar before proceeding to the Department of Public Safety.

### **Student Right to Know**

Students are urged to obtain a copy of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Security Act from the Department of Public Safety, Room C-030. For more information on the Students Right to know, *please click [here](#).*

For the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, please contact the Public Safety Department at Hostos.

For more information, *please click [here](#) or contact:*  
450 Grand Concourse, Room C-030, (Basement Level)  
Bronx, NY 10451  
P: (718) 518-6888  
*Available 24 hours, 7 days a week.*

### **Registrar's Office**

A key component of SDEM, the Office of the Registrar serves as the repository of all student academic records, such as grades and transcripts, which it maintains and updates. The Registrar's Office also certifies candidates for graduation, provides enrollment reports, and oversees veterans' enrollment and benefits certifications, as well as managing class schedules and assignments. With the goal of increased customer satisfaction, services available through the Office of the Registrar can be obtained in person, by telephone, email or through the Internet. These services are available to all new and returning students as well as alumni. Hostos students can use the City University's web-based service, CUNYfirst, to manage their academic careers and financial accounts. With CUNYfirst, you can register online, view class schedules, make payments, check grades, and update and change some personal information. To access this system, you must have your CUNYfirst ID and password.

### **Student Inquiry**

The Office of the Registrar is the repository of the students' academic college record. The staff of the Registrar's Office will provide students with information related to their college records and refer those students requiring additional assistance to the proper College official. Official transcripts of work taken at other institutions (including high schools) that were presented for admission or for evaluation of credit, become the property of the College and cannot be copied or reissued. If a transcript of this work is needed, it should be obtained directly from the other institution.

### **Changes of Information**

#### ***Changes of Name/Social Security or Address/Telephone/ Email***

Any change of name or address must be reported to the College on a form available online or from the Registrar's Office. In the case of a change of name because of marriage or divorce, the student should report the change, provide appropriate documents, and indicate the name to be used on College records. In the case of a change of name because of a court order, it is necessary for the student to

produce the court order at the time of reporting the change. The court order will be returned to the student.

### *Change of Curriculum*

Students who wish to change their career and/or educational objectives are required to obtain permission from the coordinator of the program in which they intend to study. This should be done during the advisement period and prior to the fourth week of classes of the current semester. Furthermore, the aforementioned students can request a change by navigating to the [Change of Plan contact listing](#).

### *Preferred Name Request*

Students who wish to change their current legal first and middle name to reflect their preferred name to be used in the classroom and other CUNY settings need to fill out this form. While CUNY recognizes the importance that a change of name might have to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. No documentation is required to have a preferred name recorded. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

### *Applying for Graduation*

Prospective graduates must submit a self-service graduation application via Cunyfirst [[Online Graduation Application steps](#)] prior to the sixth week of the semester in which the student intends to graduate. Filing dates are posted each semester and are also printed in the academic calendar. The application triggers a review of the student's academic record to determine whether it is possible for the student to complete degree requirements by the end of that term or session. Only after the application has been submitted can the Registrar's Office begin processing the necessary information for final certification of graduation.

### *Transcripts*

To secure a transcript, students must complete a transcript request form. The quickest and most convenient way to request a transcript is to order it online. The college has authorized Credentials Inc. to accept transcript orders over the Internet. In addition, transcripts can also be requested in person at the Registrar's Office or by submitting a request by mail. For details, visit the Transcripts [website](#). A fee is charged for each transcript. The fee is waived for transcripts sent to units of The City University of New York.

For students currently attending or have attended a CUNY college, UAPC will automatically request all CUNY transcripts. Applicants will be notified by UAPC if they are unable to obtain their transcript. Students must submit the UAPC transcript request letter to the Registrar's Office along with their request for an official transcript.

Transcripts, whether for transfer, employment, or any other reason, are never sent automatically. Each transcript must be specifically requested in order to safeguard the privacy of each student's official records from unauthorized review. Official transcripts bear the College seal and signature of the Registrar, and are not issued to students or alumni.

### *Certified Statements*

Certified statements, required for such things as proving current or past attendance, may be obtained without charge upon filing an application available from the Office of the Registrar.

**Please note:** The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College, including payment of student loans.

### Grading Policy

Hostos Community College awards letter grades to denote the level of achievement for each course. Effective FALL 2006, the grading system is as follows:

Letter	Grade Range	Point Value
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	70-76	2.0
D	60-69	1.0
F	Failure	0.0

### Grade Point Average (GPA)

To compute the Grade Point Average, multiply the number of points shown for the letter grade by the number of credits for that course. Divide the total number of points earned in all courses by the total number of credits. (Refer to above chart.) For example:

Course Points	Grade	Point Value	Credits	Grade
ENG 110	B-	2.7	3	8.1
FRE 101	A	4.0	4	16.0
VPA 192	C+	2.3	3	6.9
TILT 103	B+	3.3	3	13.2
HIS 210	F	0.0	3	0.0
	Total	12.3	16	44.2

*Grade Point Index (44.2 quality points divided by 16 credits) equals 2.76, or approximately a "B-" average.*

For more information, please click [here](#) or contact:

120 East 149<sup>th</sup> Street, D-207

Bronx, NY 10451

P: (718) 664-2527

### Scholarships Office

The scholarship office goal is to help students identify and apply to internal and external scholarships and provide support services when applying. The scholarship office helps students develop a scholarship portfolio and provides assistance in the application process. workshops are provided through out the semester to educate students on how to build their scholarship portfolio, as well as to guide them through the design of their profile in the Hostos scholarship system, required to apply to internal scholarships. Note that scholarships may have specific deadlines as specified on the website and some are provided on an on-going basis. **Click [here](#) to apply!**

For more information on scholarships, please click [here](#) or contact:

120 East 149<sup>th</sup> Street, D-101

Bronx, NY 10451

P: (718) 664-2709

E: [scholarships@hostos.cuny.edu](mailto:scholarships@hostos.cuny.edu)

## **Student Activities**

The Office of Student Activities (OSA) prepares students to be informed, educated leaders who exhibit courage, character and respect for others, by working with them on the creation, implementation and maintenance of educational, cultural, social and recreational programs. These programs reflect the diverse interests and ethnic backgrounds of the Hostos student body. OSA collaborates with over 30 student organizations on a variety of activities, providing training on budget preparation and management, proposal writing, and other club-related administrative functions, as well as ensuring that the clubs are in compliance with college policies.

OSA staff also work closely with the [Student Government Association](#), to help manage the electoral process, familiarize newly-elected leaders with their responsibilities as well as to register and certify student clubs. The interactions between students and college representatives foster a sense of family, mutual concern and shared expectations.

For more information, please click [here](#) or contact:

450 Grand Concourse, C-371

Bronx, NY 10451

P: (718) 518-6561

F: (718) 518-6560

E-mail: [osaho@hostos.cuny.edu](mailto:osaho@hostos.cuny.edu)

## **Student Life Office**

The Office of Student Life (OSL) was established to meet the needs of students who face unforeseen circumstances that may impact their ability to make progress toward graduation. OSL handles disciplinary and academic integrity cases, academic appeals, Title IV, **TAP** and general student inquiries. One of OSL's primary function is to assist students, of diverse socio-economic and ethnic backgrounds, who are at-risk with acquiring a better understanding of campus policies and procedures, contributing to student persistence, retention and graduation. These efforts also enhance the delivery of services to students, faculty and staff, thus increasing overall customer satisfaction.

The OSL also provides ongoing workshops for faculty, staff, and students on campus policies and procedures, referrals, and offers strategies to intervene in cases affecting campus life, and in some instances may collaborate with the Department of Public Safety, when there are violations of the Henderson Rules of Public Order. The Student Life Specialist handles fact-findings, mediations, and may present cases to be adjudicated by the Faculty-Student Disciplinary Committee.

In addition, the OSL collaborates with the Office of Compliance & Diversity (OCD), to roll out the Title IX training for student-athletes, student government officials, and club leaders. The OSL collaborates with the Office of Student Activities, Student Leadership Academy, and an external consultant to provide student government officials training on Executive Functioning Skills, Parliamentary Procedure, and campus policies and procedures.

For more information, please click [here](#) or contact:

120 East 149<sup>th</sup> Street, Rm. D-101

Bronx, New York 10451

P: (718) 518-6557

## **Student Leadership Academy**

The Student Leadership Academy members and alumni truly embody the spirit of Hostos Community College's namesake. Academy members come from every continent. They develop advanced leadership

abilities while honing their individual and collective talents, broadening their world views, and learning to devote their heads, hands and hearts to acts of voluntary service in their local, regional and world communities.

The Leadership Academy creates and coordinates college-wide academic and co-curricular activities that prepare students to be effective global citizens who are engaged in transforming their communities through scholarship, work and volunteer service. Taking into account the diverse backgrounds of Hostos students, the Leadership Academy offers multiple access points.

Students may have a formal relationship with the Academy by enrolling in one of its five programs: the Student Ambassador Program, the Students Orientation Services (SOS) Team Program, the Emerging Leaders Program, the Hostos Athletic Leaders Organization (HALO), or the Volunteer Corps. They may also choose a less formal relationship with the Academy by participating in programs offered to the entire Hostos student body.

### ***Hostos Student Ambassador Program***

Ambassadors are required to maintain a GPA of 3.25 or higher and take six or more credits each semester. Each Ambassador commits to one year of service and agrees to serve 40 hours of community service each semester that they are in the academy. Student Ambassadors also provide mentorship, support, do community outreach and plan and implement community service activities for the larger group.

### ***Student Orientation Services Team (SOS)***

SOS Team Members have a GPA of 2.8 or higher and are required to be registered for at least six credits per semester. A SOS Team Member commits to one year of service and makes a generous commitment of 24 hours to provide support to students during registration, orientations, college tours and job fairs, etc. An SOS Team member can be promoted to Hostos Student Ambassador if after a semester of service, they show a great commitment to service and maintain or improve their GPA.

### ***Emerging Leaders Program***

There is no GPA requirement for recruits who participate in the Emerging Leaders Program. Students from CLIP, CUNY Start, the Early College Program and other Hostos affiliated programs may participate in the Hostos Emerging Leaders Program. The initiative is to provide students, who may want to participate in doing community service activities or may benefit from receiving special training, with the opportunity to do so, without overwhelming them in their efforts to work to improve themselves academically. The hope is that by giving student who have struggled the opportunity to participate in specialized programming, they may be more inclined to be active on campus, may receive unique mentoring from Ambassadors or SOS Team Members and can grow and develop into valuable assets to the college community as well as improving themselves academically. Emerging Leaders are eligible for promotion into the SOS Team and Ambassadors Program, based upon meeting certain criteria and if they choose to accept the position

For more information on Student Leadership Programs, *please click [here](#) or contact:*  
450 Grand Concourse, Room C-392  
Bronx, NY 10451  
P: (718) 518-6541

### **Student Success Coaching Unit**

The Student Success Coaching Unit is a comprehensive learning environment that is committed to the academic achievement, personal and professional development of students at Hostos Community College. Student Success Coaches work with students individually to orient them to the college community and facilitate a variety of campus resources.



A Student Success Coach at Hostos Community College is a trained staff member whose primary function is to help our students with academic success. Monitoring the progress of assigned students, Student Success Coaches will assist students to identify and achieve their academic goals. The personalized coaching that students receive from the Student Success Coaches is consistent with our mission to guide students towards degree completion while teaching self-efficacy skills.

**Please note:** Students are seen on an appointment basis only. Appointments must be made in advance.

For more information, *please click [here](#) or contact:*

500 Grand Concourse, B-208

Bronx, NY 10451

P: (718) 664-2560

Email: [SSCU@hostos.cuny.edu](mailto:SSCU@hostos.cuny.edu)

### **Testing Center**

The Testing Center at Hostos Community College supports the college community by upholding exemplary testing standards and practices, protecting the confidentiality of personal data, providing resources that support academic and personal growth of test-takers, and creating a secure testing environment that meets the needs of students, faculty, and administration.

Through the following links, you will be able to access more information on the exams we provide. You can find sample test questions and test scoring rules. A Hostos Community College photo ID or valid government-issued ID (driver's license or state identification card) is required for all testing – No Exceptions.

For more information, *please click [here](#) or contact:*

500 Grand Concourse, Room B-207

Bronx, NY 10451

P: (718) 319-7921

The CUNY website contains the most current and up-to-date information about the CUNY tests and current policy. Students are advised to consult the CUNY testing website, *please click [here](#).*

### **Transfer Services Office**

The mission of the Office of Transfer Services is to assist students in making successful transitions to four-year institutions by promoting early awareness of transfer opportunities, collaborating with other campus entities, and by motivating and empowering students to become actively engaged in their future. Our objective is to provide support services that will assist students in successfully completing the admissions transfer process to a senior college.

The office has a resource center that offers an array of materials to assist with the transfer process including:

- Four-year college course catalogs and applications
- Guides and reference materials to four-year colleges and universities
- Information about majors
- Information about transfer scholarships
- Updated information about Open Houses and Campus Visits
- Profiles of competitive and honors programs
- Access to on-line applications
- Unofficial DegreeWorks/Transfer What If review
- Transfer advisement

Throughout the semester, the office organizes activities such as senior college fairs where students can obtain information about admissions requirements from CUNY, SUNY and Private College admissions representatives.

For more information, please click [here](#) or contact:

120 E. 149<sup>th</sup> Street, Room D-101

Bronx, NY 10451

P: (718) 518-4319

### **Veterans and Reservists Office**

The Hostos Office of Veterans Affairs (HOVA) is proud to serve our Veteran, Military and dependent population. HOVA strives to provide each Veteran with personalized support that will assist them in their transition from the military into academia. We recognize that for many of our service-members the transition into civilian life can be cumbersome at best and each veteran's readjustment can have varying effects which significantly impacts their ability to assimilate back into society. In light of this, HOVA provides a diverse array of services and resources to address the barriers and obstacles that can hinder the veteran's progress. In addition to HOVA, attending students have formed a student sponsored Veterans & Reservist Club on campus and conduct monthly meetings. The club frequently host veteran related events and activities for the veteran campus community and provides great community service.

The key mission of HOVA is to assist each veteran achieve their academic goals by providing them with a strong support system and centralized "vet-friendly" services. The degree completion ensures their successful transition back into civilian life. Our office looks to provide those academic tools to achieve graduation. The VC constantly meets individually with each veteran and determines their unique academic need. Once assessed the VC then works with key departments to create an individualized academic plan that facilitates their academic journey. Currently, HOVA is in the process of expanding and strengthening these existing services. The services are provided through collaborative partnerships between internal, and external resources that produce stellar academic outcomes. The programming, resources and services that students receive are essential to their success. HOVA works closely with the college's departments to the benefit of the students. Please contact our office to learn about your Veteran benefits and entitlements.

For more information, please click [here](#) or contact:

120 E. 149<sup>th</sup> Street, Room D-101

Bronx, NY 10451

P: (718) 319-7955

E: [veterans@hostos.cuny.edu](mailto:veterans@hostos.cuny.edu)

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## **CODES OF STUDENT CONDUCT**

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### **Academic Integrity Policy**

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. *Effective July 1, 2011.*

For more information, please click [here](#).

### **Alcohol and Smoking Policy**

Any student or employee found in violation of the rules and regulations set forth in this policy may be subject to disciplinary action. Sanctions may include admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, and/or complaint to civil authorities. These are clearly defined in this Hostos catalog.

A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Dean for Student Development and Enrollment Management or the Counseling Office by members of the

instructional staff or may seek assistance directly. The Vice President for Student Development and Enrollment Management may take disciplinary action or recommend that the student meet with a counselor for appropriate referral or assistance through self-help organizations or other outside intervention agencies.

For more information, *please click [here](#)*.

### **Athlete Code of Conduct**

In agreeing to join the Hostos Community College Athletics Program, student-athletes must be willing to accept personal responsibility above and beyond that of other students. Participation in the Athletics Program is a privilege, not a right, therefore student-athletes are expected to behave as positive role models and representatives of Hostos Community College and their community, in class, on campus, at home and abroad. Any failure to meet these responsibilities may result in team suspension or total loss of intercollegiate athletic participation privileges.

For more information, *please click [here](#)*.

### **Classroom Decorum**

The classroom is a space for free and open inquiry and for the critical evaluation of ideas, and it should be free of personal prejudice. Students have an obligation to all members of the class to create an educational atmosphere of mutual trust and respect in which differences of opinion can be subjected to deliberate and reasonable examination without animus. Students are expected to follow and adhere class room discussion guidelines.

For more information, *please click [here](#)*.

### **Club Space Use Policy**

Spaces assigned through the auspices of the Office of Student Activities belong to the College and are maintained by the Office of Student Activities.

For more information, *please click [here](#)*.

### **College Computer Policy**

The computer resources of The City University of New York must be used in a manner that is consistent with the University's educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document.

For more information, *please click [here](#)*.

### **College Space Use Policy**

Guidelines for the Allocation and Use of Space for Public Events at Hostos Community College of the City University of New York. These guidelines are published by Hostos Community College to assist members of the College community and the public at large to plan and hold public events on College property in a safe and financially responsible manner.

These guidelines are subject to change, without notice, by the [Board of Trustees](#) of [The City University of New York](#) or the [President of the College](#).

For more information, *please click [here](#)*.

### **Copyright Infringement-Policies and Sanctions**

The use of CUNY Computer Resources, including for electronic transactions and communications, like the use of other University-provided resources and activities, is subject to the requirements of legal and ethical behavior.

For more information, *please click* [here](#).

### **Open Meetings Law**

Public Officers Law, Article 7, Open Meetings Law, Sections:

[100. Legislative declaration](#)

[101. Short title](#)

[102. Definitions](#)

[103. Open meetings and executive sessions](#)

[104. Public notice](#)

[105. Conduct of executive sessions](#)

[106. Minutes](#)

[107. Enforcement](#)

[108. Exemptions](#)

[109. Committee on open government](#)

[110. Construction with other laws](#)

[111. Severability](#)

For more information, *please click* [here](#).

### **Public Relations Guidelines**

The Hostos Community College Office of Public Relations is responsible for designing, developing and implementing strategic communications and media relations programs that support the mission and core values of the College.

The Office manages the College's web news pages; advises faculty and staff on responding to media interview requests; serves as liaison to local, national and international media outlets; publicizes and promotes campus events; helps organize and promote activities that support recruitment, institutional branding, fundraising and marketing; conceptualizes, produces and edits written communication, including newsletters, press releases, statements, talking points and opinion pieces; identifies internal and external issues that have the potential to generate public interest or affect the College's reputation; collaborates closely with the President and her Executive Cabinet to maintain good communication and working relationships with community leaders, organizations and political leadership at the local, state and federal levels; maintains regular contact with key academic and administrative areas of CUNY, in order to stay current on strategic priorities, issues and policies.

For more information, *please click* [here](#).

### **Right to Peacefully Assemble**

The college administration recognizes the rights afforded to all persons under the First Amendment. However, it also recognizes the rights of those who wish to avail themselves of the institution's instructional, personal, administrative, recreational and community services.

For more information, *please click* [here](#).

### **Statement on Public Order**

In compliance with Chapter 191 of the laws of 1969, the Board of Trustees has adopted rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes. Statement on Public Order In compliance with Chapter 191 of the laws of 1969, the Board of Trustees has adopted rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes: Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

For a list of the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, *please click [here](#)*.

### **Student Assembly Policy (Time, Place & Manner)**

CUNY may regulate speech on campus by imposing content-neutral “reasonable time, place, and manner” regulations provided they are narrowly drafted “to serve a significant government interest and leave open ample alternative channels of communication.” This means that CUNY can impose reasonable restrictions on where, when, and how the speech will occur, so long as (1) the restrictions are necessary to fulfill a significant legitimate institutional purpose and (2) other avenues remain available for communicating the same message to the same audience. For example, CUNY could prohibit the use of a bullhorn in making a speech if the use of a bullhorn would be so noisy as to interfere with classes scheduled for the same time. Similarly, a well-publicized rule prohibiting posting notices on classroom doors, but designating other areas for notices, would be appropriate. And a rule restricting the hours during which a speaker may give a public speech on campus would be constitutional provided the rule was reasonably necessary to prevent disruption of such activities as teaching or course registration.

For more information, *please click [here](#)*.

### **Student Lounge Policy**

The Student Lounge is privileged space made available for those members of the student body that fully comply with the College Student Lounge Policy. This space is specifically designated for study and as a quiet zone during normal College working hours.

*Effective 08/27/08*

For more information, *please click [here](#)*.

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## **UNIVERSITY/ COLLEGE POLICIES AND PROCEDURES**

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### **Academic Policies**

#### **Academic Policy**

These policies include information on how to proceed with Academic Dishonesty Appeals, Cancelled Courses, Changing Majors, Closed Courses, Faculty Conduct Complaint, Grade Change and Special Permissions.

For more information, *please click [here](#)*.

#### **Articulation Agreements**

An Articulation Agreement is an agreement or a partnership between Hostos and a four-year college or university that contains agreed upon courses or programs that will transfer over to a particular senior institution. This ensures that students who complete courses or academic programs with satisfactory grades

(as specified by the receiving institutions) will be admitted and those completed courses or programs will be applied towards the credits required for the baccalaureate degree.

For more information, *please click [here](#)*.

### **Attendance Policy**

Students are expected to attend all class meetings in the courses for which they are registered. Classes begin at the times indicated in the official schedule of classes. Arrival in class after the scheduled starting time constitutes lateness.

The maximum number of absences is limited to 15% of the number of scheduled class hours per semester, and a student absent more than the indicated 15% is deemed excessively absent. Attendance is monitored from the first official day of classes. In the case of excessive absences or lateness, the instructor has the right to lower the grade, assign a failing grade, or assign additional written work or readings.

Absences due to late registration, change of program, or extenuating circumstances, will be considered on an individual basis by the instructor. Each department and program may specify in writing a different attendance policy.

Instructors are required to keep an official record of student attendance and inform each class of the College or department attendance policy.

#### **Please note:**

- Any work missed during any period of absence must be made up by the student.
- To meet financial aid criteria, a student must attend class at least once in the first three weeks and once in either the fourth or fifth week of class.

For more information, *please click [here](#)*.

### **Credit Hour Policy and Procedures**

Definition of Credit Hours Hostos and CUNY policies and regulations in regard to credit hours adhere to all guidelines of the New York State Education Department, whose guidelines, in turn, adhere to all guidelines of the United States Department of Education (NYSED). All courses and programs are submitted to and are approved by the NYSED.

Semester credit hour means a credit or unit granted for the satisfactory completion of a course, which require at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for studying the two semesters that constitute an academic year.

Following CUNY guidelines, QCC operates on an academic year divided into two equal semesters of 15 weeks' duration, a short winter intersession of three weeks, and various shortened summer sessions.

For more information, *please click [here](#)*.

### **CUNY Medical/Involuntary Withdrawal Policy**

This policy covers Medical Withdrawal and Re-entry, Involuntary Withdrawal, Appeals, Re-entry, Effect on Academic Status, Effect on Housing Status, and Confidentiality.

#### ***Board Review***

The Chancellery shall conduct a review of the experience of the colleges with these procedures and shall report the results of that review to the Board of Trustees, along with any recommended changes.

For more information, *please click [here](#)*.



## Grade Appeals

Students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course. The process for filing a grade appeal is as follows:

1. The student must present written proof or justification to his/her Instructor that he/she deserves a grade change. If the request for a change of grade is denied then the student can submit her appeal to the academic program coordinator.
2. The second level involves a meeting with the Academic Program Coordinator. The student must submit a written report of his/her meeting with the instructor to the Coordinator. If the Program Coordinator feels that there is sufficient cause to appeal a grade, then the Program Coordinator will initiate the appeal and forward the appeal to the Chairperson. If the department denies the appeal, then the student can submit his/her appeal to the academic department chairperson.
3. The third level involves a meeting with the Academic Department Chairperson. In this case, the Chairperson will review the appeal and all pertinent documents available – grade rosters, copies of papers and exams- and determine whether the appeal can be granted or not. Once a ruling has been made, the case should be considered closed. If the department denies the appeal, then the student can submit his/her appeal to the Academic Standard Committee.

**Please Note:** The listings for both Academic Program Coordinators and Academic Department Chairpersons are available on this [webpage](#).

## Privacy Student Records- Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For more information on FERPA, *please click [here](#)* or for the FERPA Notification , *please click [here](#)*.

## Student Complaint Process

Hostos Community College participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. A participating institution must be legally authorized to operate with the State in which it is located. Title 34 CFR §600.9 requires States to have a “process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.”

For more information, *please click [here](#)*.

## Student Life Appeals Process

The Office of Student Life (OSL) is grounded in the development and maintenance of student programs that provide opportunities for academic, personal and professional growth through leadership activities, internships, orientation, counseling, wellness programs, career exploration and athletics. At the same time, OSL strives to increase awareness about institutional policies and procedures. In addition, OSL is responsible for generating a comprehensive calendar of events; processing student inquiries, complaints, judicial proceedings and notifications; and serving as an administrative agent for the Academic Standards Committee in the Academic Appeal review process. This unit also ensures that at-risk students are advised, receive an academic plan of assistance and are registered.

For more information on the Academic Appeal Process, *please click [here](#)*.

## Textbook Information

Starting on July 1, 2017, Hostos Community College will be launching a new online bookstore for all textbooks and course materials. Selecting and ordering books will be done completely online and students will have their course materials shipped to them on an individual basis. After a thorough review process, Akademos was selected as our exclusive vendor for these services. Akademos currently serves Queens

College, John Jay College, Medgar Evers College, and the CUNY School of Law and has provided students at those CUNY colleges with many low cost textbook options and significant savings to date.

For more information, *please click [here](#)*. To access the Akademos site, *please click [here](#)*.

## **Ethics Policies**

### **Americans with Disabilities Act**

On September 25, 2008, the President signed the Americans with Disabilities Act Amendments Act of 2008 ("ADA Amendments Act" or "Act"). The Act emphasizes that the definition of disability should be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of the ADA and generally shall not require extensive analysis.

The Act makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portions of EEOC's ADA regulations. The effect of these changes is to make it easier for an individual seeking protection under the ADA to establish that he or she has a disability within the meaning of the ADA.

For more information on ADAAA, *please click [here](#)*.

### **Freedom of Information Law (FOIL)**

Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law and the appeal form are available at the reference desk of the library and the college website.

For more information, *please click [here](#)*.

### **Gainful Employment Disclosure**

In addition to its degree granting programs, Hostos Community College offers certification programs that are designed to prepare students for gainful employment in recognized occupations. Effective July 1, 2011, the Department of Education established regulations that require institutions to disclose key information about gainful employment programs to prospective students who are eligible to receive Title IV Financial Aid, which includes participation in the Federal Direct Loan Program.

For more information, *please click [here](#)*.

### **Office of Compliance and Diversity**

Hostos Community College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected under federal, state, and city laws in its programs and activities.

Chief Diversity Officer, Title IX Coordinator, and ADA/504 Coordinator  
Hostos Community College  
475 Grand Concourse, A-326  
Bronx, NY 10451  
P: (718) 518-4284

For more information, *please click [here](#)*.

### *Affirmative Action Policy*

Council of Presidents' Policy on the Revitalization of the University's Affirmative Action, Equal Opportunity and Compliance and Diversity Programs (Approved by the Council of Presidents at its meeting on May 5, 2003).

For more information, *please click [here](#).*

### *Domestic Violence and the Workplace Policy Statement*

The City University of New York ("CUNY") disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee's personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence. CUNY will review this policy annually and will notify all employees and the New York State Office for the Prevention of Domestic Violence ("OPDV") of any revisions.

For more information, *please click [here](#).*

### *Policy on Equal Opportunity and Non-Discrimination*

Diversity, inclusion, and an environment free from discrimination are central to the mission of the University. It is the policy of the University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

For more information, *please click [here](#).*

### *Sexual Harassment Policy*

Sexual harassment is illegal. Every student, faculty member, staff member, and administrator is encouraged to become aware of and to support the University's Policy Against Sexual Harassment. To this end, we provide this interactive computer program to inform all members of the University community about sexual harassment - what it is and how to prevent it in academic and workplace settings. A copy of the University's Policy against Sexual Harassment is available for printing during the program. Revised and adopted by the Board of Trustees in 2004, the policy defines sexual harassment, provides examples of prohibited conduct, discusses penalties for offenders, and establishes procedures for handling complaints.

The University strives to foster a harassment-free environment - one in which all its members can work, study, and learn in an atmosphere of courtesy and mutual respect. As a supervisor or administrator/faculty member/member of the University community, you have a role to play in the attainment of this goal.

If you believe you have been the victim of Sexual Harassment or inappropriate conduct of a sexual nature, you should contact the Affirmative Action Office at (718) 518-4284.

For additional information, the full [text](#) is available in the Affirmative Action Office, Room A-326 or *please click [here](#)*.

### *Sexual Misconduct Policy*

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence.

For more information, *please click [here](#)*.

### *Lactation Guidelines*

In recognition of the importance and benefits of breastfeeding for mothers and infants and in compliance with state and federal law, CUNY supports the rights of nursing mothers at school and in the workplace. CUNY is dedicated to making its best effort to accommodate requests from nursing mothers for break time and a private space to express breast milk on campus. This memo supersedes the August 11, 2010 memo from Vice Chancellor Gloriana B. Walters concerning legislation regarding the right of nursing mothers to express milk at work, provides new guidance on lactation at CUNY, and expressly permits students to use lactation rooms.

CUNY is required by the Patient Protection and Affordable Care Act, as well as New York State Labor law, to provide certain protections and benefits to employees who are nursing mothers.

For more information, *please click [here](#)*.

### *Reasonable Accommodations*

This area covers matters related to Disability, Pregnancy and Related Conditions, Religion and Victims of Domestic Violence, Sex Assault, and Stalking. Hostos Community College does not discriminate against employees or students on the basis of pregnancy or related conditions.

For more information, *please click [here](#)*.

### *Student Diversity*

The Student Diversity page contains historical data and trend analyses for the Hostos Community College Student Profile.

For more information, *please click [here](#)*.

### *Title IX*

Anyone – of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. The goal of this website is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a student, CUNY's policies, and other issues related to sexual harassment, gender harassment and sexual violence. On every CUNY campus there is a person who has special training in helping students who are facing issues related to sexual harassment and sexual violence.

We urge you to contact:

Chief Diversity Officer, Title IX Coordinator, and ADA/504 Coordinator  
Hostos Community College  
475 Grand Concourse  
Bronx, NY 10451

P: (718) 518-4284

For more information, *please click [here](#)*.

## **Health and Safety Policies**

### **Campus Security Policies, Crime Statistics and Crime Log**

The Office of Public Safety provides Campus Security Policies, Crime Statistics and Crime Logs for the College community.

For more information, *please click [here](#)*.

### **Drug and Alcohol Abuse Prevention Information**

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

For more information, *please click [here](#)*.

### **Emergency Response Plan**

This document constitutes the Emergency Response Plan (ERP) for Hostos Community College (HCC). The plan serves as a guide for handling campus emergencies and disasters through the effective use of available personnel and resources. While it is impossible to produce a document that is all-inclusive, this plan addresses the most common emergencies and those that are most likely to occur in the future. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services and it provides a management structure for coordinating and deploying essential resources. It attempts to place HCC in a proactive position to protect students, staff, faculty and visitors in case of an emergency or disaster. Lastly, it enhances the college’s ability to quickly return to normal operations after an interruption in services.

For more information, *please click [here](#)*.

### **Jeanne Clery Act**

Hostos Community College’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Hostos Community College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

For more information, *please click [here](#)*.

### **Missing Person Notification Policy**

The purpose of The City University of New York Procedures on Missing Persons (“CUNY Missing Persons Procedure”) is to establish official notification procedures for missing students who reside in on-campus housing and to ensure that a student who resides in on-campus housing is informed of his or her options and rights under section 485(j) of the Higher Education Act.

For more information, *please click [here](#)*.

### **Vaccination Policies**

New York State Public Health Law 2165 requires all students entering a post-secondary institution to provide their health services center with immunity to Measles, Mumps and Rubella. This law applies to students born on or after January 1, 1957, who are registered for 6 or more credits at a CUNY campus.

New York State Public Health Law 2167 requires all post-secondary institutions to provide information on Meningitis and the Meningitis vaccine to all students registering for six credits or more (or its equivalent).

For more information, *please click [here](#).*

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## **PRINTABLE FORMS**

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For more information on how to process these appeals, *please click [here](#).*

- [Academic Appeal](#) PDF
- [Administrative Appeals](#) PDF
- [Citizen Complaint](#)
- [Grade Appeal](#) PDF
- [Student to Student Grievance](#) PDF
- [Student to Staff Grievance](#) PDF
- [Faculty Grievance](#) PDF

## CAMPUS MAP

### Campus Buildings:

**A Building** (Allied Health Building) – 475

Grand Concourse

**B Building** – 500 Grand Concourse

**C Building** (East Academic Complex) – 450

Grand Concourse

**D Building** (Savoy Manor Building) – 120 East 149th Street

**G Building** (Administration Building) – 135 East 146th Street

**Trailer Site 5 (T5)** – 427 Walton Avenue

**Trailer Site 6 (T6)** – 121 East 146th Street

**Prow Building** – 560 Exterior Street

**CLIP Building** – 590 Exterior Street

**Gateway Building** – 610 Exterior Street

### Off-Site Buildings:

**CUNY in the Heights** – 5030 Broadway, Washington Heights

